20100803

Reg No : ....

Name : ....

BBA DEGREE (CBCS) EXAMINATION, MARCH 2020

Fourth Semester

Bachelor of Business Administration

Complemetary Course - BA4CMT19 - BASIC INFORMATICS FOR MANAGEMENT

2017 Admission onwards

D96C3750

Time: 3 Hours

Marks: 80

Part A

Answer any ten questions.

Each question carries 2 marks.

1. Discuss about
   (1) Formula bar (2) Name Box

2. What is a Cell in Excel? How can we edit the contents of a Cell?

3. Explain about Workbook in Excel.

4. Discuss about Relative cell referencing mode in Excel with an example.

5. Explain the functions - SQRT and PRODUCT

6. Explain logical functions AND and OR with suitable examples.

7. Explain the importance of accounting.

8. State any four advantages of computerised accounting

9. How to delete a group?

10. What do you meant by inventory features in Tally?

11. What is Receipt voucher?

12. How to display the balance sheet?

(10×2=20)

Part B

Answer any six questions.

Each question carries 5 marks.

13. What is meant by spreadsheet? Explain the features of spreadsheet.

14. Write a short note on (a) Formatting a number (b) Formatting a date

15. Explain how Intersheet referencing is done in Excel workbooks and worksheets.

16. Briefly explain the following : (1) Bar Chart (2) Radar Chart (3) Area Chart (4) Stock Chart

17. Differentiate between manual and computerised accounting systems.

18. Illustrate the process of recording transaction in Tally ERP 9

19. How will you alter a Stock item in Tally?

20. Briefly explain about the financial statements.

21. How to print reports and documents in Tally?

(6×5=30)

Part C

Answer any two questions.

Each question carries 15 marks

22. Write an essay about Worksheet and Workbook in Excel.

23. What are operators in Excel ? Explain different types of operators in Excel.

24. What is computerised accounting? Discuss the various characteristic of computerised accounting system?

25. How to create a company in Tally ERP 9?

(2×15=30)